

Board minutes

1 November 2022

Minutes

Board meeting

Time and Venue

16.00, Sanctuary Buildings and Microsoft Teams

Date

1 November 2022

Attendees

Board

| | | |
|------------------|-----|---------------------|
| Ian Bauckham CBE | IB | Chair |
| Sean Harford | SH | |
| Cassie Buchanan | CB | |
| Henry de Zoete | HdZ | |
| Louise Kirby | LK | |
| Matt Hood | MH | Chief Executive |
| Emma Beatty | EB | Operations Director |

Oak National Academy

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|----------------|-----|--|
| Ellie Ball | EIB | Board Secretary |
| Will Gayne | WG | Head of Product Strategy |
| Jonathan Dando | JD | School Support and External Relations Director |
| John Roberts | JR | Product and Engineering Director |
| Abbey Watt | AW | Executive Assistant |

Observer

| | | |
|---------------|----|--------------------------|
| Jenny Oldroyd | JO | Department for Education |
|---------------|----|--------------------------|

Apologies

| | | |
|-------------------|----|--------------------|
| Ramender Crompton | RB | |
| Tom Rose | TR | Education Director |



1. Welcome, apologies and declarations

- 1.1. Attendees were welcomed to the meeting by the committee Chair, and noted apologies from RC and TR. The Chair confirmed the meeting was quorate.
- 1.2. There were no declarations of interest to declare beyond those already recorded in the register.

2. Minutes, matters arising and electronic decisions taken between meetings

- 2.1. Minutes from the previous Board meeting held on 1 September 2022 were reviewed with agreement from the Board to approve.

DECISION: Minutes from the Board meeting 01/09/2022 were approved.

- 2.2. Electronic decisions taken between meetings were reviewed and it was agreed that these decisions were to be ratified.

DECISION: Electronic decisions taken between meetings were ratified.

3. CEO update

- 3.1. The Board reviewed the CEO update noting important current projects, successes and potential areas of risk and impact on the Oak team.
- 3.2. The Board discussed the progress of approval of the HR business case by Cabinet Office and HMT noting risks in the ongoing delay. The Board were reassured that DfE colleagues are supporting to get this approved.
- 3.3. The Board reviewed objectives and key results from the previous OKR period, provided a challenge to the senior team on their performance and congratulated them on a successful period.
- 3.4. The Board noted the decision on default licensing, geoblocking and the licensing review. .

ACTION: HR business case to be shared with Board members when agreed.

ACTION: Board to be sent data trends covering the previous 12 months.

4. Strategy and Planning

- 4.1. The Board noted the plan for the development of the strategy going forward now the interim Board is in place.
- 4.2. Suggestions for improvement and areas worth highlighting in the next iteration were discussed.



5. Governance Framework

- 5.1. The board discussed the Governance Framework and agreed to the approval of the Governance Administration and the Governance Framework
- 5.2. Oak policies which Board members are expected to adhere to were highlighted.

DECISION: The Board approved the Governance Administration.

DECISION: The Board approved the Governance Framework.

JO joined the meeting at 17.02 and was welcomed by the Chair. JO confirmed she did not have any major objections to the previous items or declarations of interest to declare.

6. Product committee report

- 6.1. The Chair of the committee introduced the report, highlighting important areas of discussion.
- 6.2. The Board noted the decision to scale-up in-house trials which was taken and received an update on the progress of work thus far.

7. Curriculum committee report

- 7.1. JD introduced the report, highlighting key areas of discussion.
- 7.2. The Board discussed the status of the procurement process and the imminent release of the Invitation to Tender.

8. FARC committee report

- 8.1. The Chair of the committee introduced the report, highlighting key areas of discussion.
- 8.2. The Board noted the appointment of Government Internal Audit Agency (GIAA) for an initial period of six months to tie in with the accounting period. It was also noted that the committee can expect to see a detailed view of the audit plan at the next meeting.
- 8.3. The Board discussed the gap in Committee membership and noted that the process to officially appoint remaining members is underway.
- 8.4. The Board noted that while the external auditor is not yet appointed, the National Audit Office is undertaking work to move this process forward.

9. Remuneration and HR committee report

- 9.1. The Chair of the Committee introduced the report and highlighted key areas of discussion.
- 9.2. The Board discussed the approach to be taken in regard to the civil service pay award.



10. Dates for future meetings

- 10.1. The Board discussed the proposed dates for future meetings and agreed with the proposal.

DECISION: The Board agreed to the proposed future meeting and strategy date.

[The meeting ended at 17.37]

